

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NURSE II -
Special Investigations

SALARY GROUP: B19

DEPARTMENT: Health Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: C. Black-Edwards, RN DATE: 7/07/2015

POSITION #: 030225

I. JOB SUMMARY

Performs routine nursing work. Work involves monitoring the provision of assessment, care, and treatment of patients. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Reviews complaints regarding quality of offender healthcare; refers cases to the Correctional Managed Health Care Committee for resolution or further investigation; provides initial response to third party complaints about quality of care; and reviews services to ensure compliance with policies and procedures.
- B. Obtains and reviews electronic medical records, administrative policies, unit records, and reports; monitors, facilitates, and conducts investigations and examinations of alleged violations of laws, rules, and regulations to include interviews with offenders, witnesses, and staff in various geographic locations; and reviews, evaluates, summarizes, and documents investigative findings.
- C. Prepares correspondence, reports, forms, action requests, and other documents to include draft responses to the final level in the offender grievance process or third party complaints; responds to quality of care inquiries; and develops, maintains, and oversees the maintenance of record keeping and filing systems to include automated information systems.
- D. Provides training and clinical technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with major course work in nursing

or

graduation from a professional school of nursing program accredited by the Texas Board of Nursing.

2. Two years full-time, wage-earning experience as a professional nurse.
3. Correctional nursing experience preferred.
4. Must be licensed as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact; must have a current, unrestricted license to practice nursing as approved by the Texas Board of Nursing.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of professional nursing principles, procedures, and techniques.
2. Knowledge of health care services and documentation.
3. Knowledge of methods, techniques, and practices of medical records.
4. Knowledge of investigative methods and practices.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of managed health care and utilization review concepts preferred.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to interpret and apply rules, regulations, policies, and procedures.

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9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill in the interpretation of laboratory, electrocardiogram, radiographic reports and clinical data from medical records.
12. Skill in technical writing and development of information publications.
13. Skill to review technical data and prepare technical reports.
14. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.